

Community Project Development Handbook

COUNTY OF BERNALILLO

GENERAL SERVICES DEPARTMENT
CAPITAL IMPROVEMENT PROGRAM DIVISION

1998 GENERAL OBLIGATION
BOND PROGRAM

and

1999-2004

SIX YEAR CAPITAL IMPROVEMENT PROGRAM

March 1, 1998

Dear County Resident:

The Capital Improvements Program Division is providing this handbook for you to use in developing and submitting requests for the 1998 General Obligation Bond Program. The projects chosen for this program will go before the voters in the November General Election. Your involvement is being solicited to determine the capital improvement needs of your community and the County.

This handbook outlines the instructions to complete your project request forms, provides definitions on what a Capital Improvement Project is, and what the advantages are in having a long range Capital Improvements Program for determining the future growth of the County. We will be conducting five Community meetings, in the respective Commission Districts, to explain the existing program and answer questions you may have concerning the Capital Improvements Program. Department Representatives will attend the meetings to answer questions concerning projects in your area.

You are invited to submit project requests to:

**General Services Department
C.I.P. Division office, Suite 239
6840 2nd. Street NW,
Albuquerque, New Mexico 87107.
Fax No. (505) 342-7983**

The C. I. P. Division will forward requests to the appropriate County Department for incorporation into their plan. Completed Neighborhood / Community Project Requests forms are due in the C.I.P. office by May 5, 1998.

Very truly yours,

Juan R. Vigil
County Manager

JRV/jme

**BERNALILLO COUNTY
GENERAL SERVICES DEPARTMENT**

CAPITAL IMPROVEMENTS PROJECTS DIVISION

Capital Improvements Program

Neighborhood/Community

Project Development Handbook

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- **Return Request Form to the CIP Division on or before May 5, 1998**



INTRODUCTION

Each year the County of Bernalillo participates in the State of New Mexico Capital Improvements Program to plan our major capital projects for the next six years. This process includes the gathering of input from the citizens of the County and their ideas on needed capital projects for their area and the County in general.

This year is especially important because projects selected by the County Commission for General Obligation Bond funding will be voted on in the November General Election. It is important that the community share their ideas and concerns with the Elected Officials to determine the projects that are needed by the County

This Handbook will provide an easy way for the citizens to make their ideas known to the County's staff. It includes the definition of a Capital Project and why it is an advantage to have a Six Year Capital Improvements Program. The definition of a Capital Project is given to help guide you in describing your requested project. Examples of these projects are also listed. The most important part of this Handbook is the Neighborhood Request Form. This form is to be filled out for each project you want to be considered for the County's Capital Program (you may make copies for as many projects as you want to include). A sample is included to help you in filling out the form.

The County staff is available to help you with the form and answer questions concerning the Capital Program in general, the status of current projects, and the person to contact in the County Departments who will be responsible for building and maintaining the project you propose. The CIP Division phone number is (761-4270). Please ask for Juanita Mesias to direct your call to the proper staff person. A complete listing of all the Capital Projects and their description is available upon request or through the Internet at our site [www/http.bernco.gov/cip](http://www.bernco.gov/cip).

The deadline for submitting your neighborhood requests forms to the CIP office is Monday, May 5th 1998. You can mail the Neighborhood Request Forms to the CIP Division or drop them off at:

RE/CIP Division
Suite 239
6840 Second St., NW
Albuquerque, NM 87107
Fax No. (505) 342-7939

e-mail: RE/Cap.Improvements@bernco.gov

Requests will also be taken at any of the five public meetings to be held for the purpose of hearing citizen input to the CIP. The meetings are scheduled as follows:

NEIGHBORHOOD MEETINGS SCHEDULE

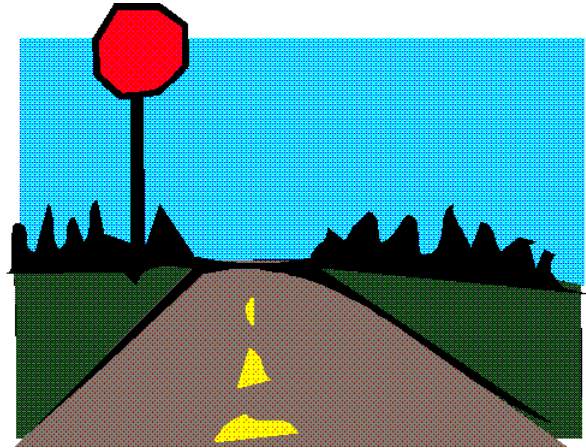
District 1	Wednesday March 18, 1998	6:00 pm 9800 Fourth St. NW	Alameda C. Center
District 2	Thursday March 19, 1998	6:30 pm 1250 Isleta Blvd. SW	Westside C. Center
	Thursday April 9, 1998	6:30 pm 100 Prosperity Ave. SE	Mountain View C. C.
District 3	Tuesday March 31, 1998	7:00 pm 712 Girard Blvd. NE	Jefferson M. School Library
District 4	Sunday April 5, 1998	2:00 pm 10401 Holly NE	William Sibrava Sub-station
District 5	Thursday April 2, 1998	7:00 pm 17 North Zamora TIJERAS	Fire Station No. 10

Your input is important to our program.

Thank you.

What is a Capital Improvement Project?

Capital Improvement Projects are those projects that are built by local government using special long term financing, State and Federal Grants or Matching Funds because of their extraordinary costs. Capital Improvement Projects are rarely funded out of the operating funds of a County.



A wide range of public facilities and equipment are considered Capital Improvements. Capital Improvement Projects include design, construction, major repair, reconstruction or replacement of facilities such as buildings, utility systems, roadways, bridges, parks, landfills, and heavy equipment. Financing and engineering costs, legal fees, site investigation and preparation expenses, and other costs necessary to get the capital project or item into operation are generally included in the total capital costs.

There are several types of funding which the County can use to fund these projects. They include General Obligation Bonds, Revenue Bonds, Special Assessment District Bonds, Federal Grants and Matching Funds, State Grants and Matching Funds, and other Local Governments that participate in projects that overlap their respective jurisdictions.

General Obligation Bonds: These are bonds which are approved by the voters of the County. The voters, in approving the sale of bonds for the projects, levy a special ad valorem tax on their property. G.O. Bonds can not be used to fund the repair or reconstruction of existing capital facilities.

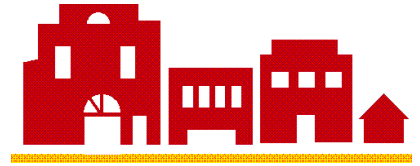
Revenue Bonds: These are bonds which are approved by the County Commission. These bonds are paid for by the pledge of Gross Receipts Taxes on the sale of goods and services in the County. They can also be paid for from the pledge of operational costs the County would normally pay, such as rent.

Special Assessment District Bonds: These are bonds which are approved by the County Commission. These bonds are paid for by a special Property Tax Assessment levied on the property within the Assessment District. These



bonds have a very limited application and are used for the construction of roads and storm drainage systems in a specific area or neighborhood.

Federal Grants and Matching Funds: These are a source of funds the County can apply for Federal Agencies and Programs. The County is required to meet certain provisions to receive approval of these federal funds. A condition of this money is a percentage match by the County



State Grants and Matching Funds: These are a source of funds the County can apply for State Agencies and Programs. The County is required to meet certain provisions to receive approval of these State funds. A condition of this money is a percentage match by the County

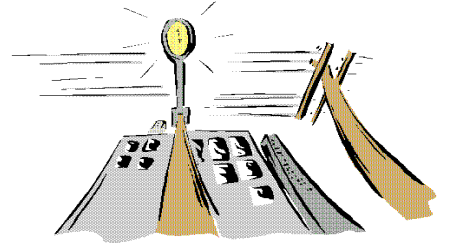
The State Legislature also provides funds for worthy projects in the County

The following are examples of capital improvements projects:

County offices, courthouses
Fire and Sheriff Stations
Libraries
Hospitals
Major building additions and remodeling
Land purchases
Park land and development

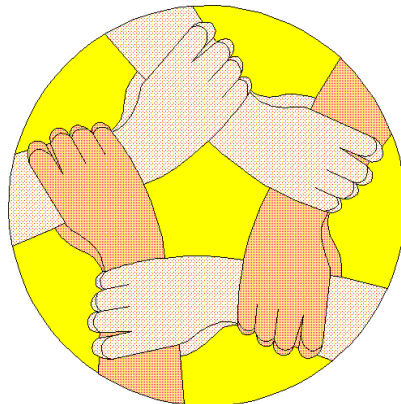


Parking lots and buildings
Streets, roads and sidewalks
Street lighting systems
Sewer and water lines
Water and sewage treatment plants
Storm sewers
Solid waste disposal sites and equipment
Airports
Jails
Recreation buildings
Tennis courts
Swimming pools



The following are examples of capital equipment:

Fire trucks and Sheriff cars
Road graders, loaders, dozers, and other heavy equipment.
Computer systems and equipment
Sheriff and Fire radio systems
Trash compactor trucks
Traffic signals



Playground equipment

ADVANTAGES OF HAVING A LONG RANGE CAPITAL IMPROVEMENTS PROGRAM

A Capital Improvements Program (CIP) helps the County take a critical look at itself, identify what is good, what could be improved, and what opportunities for new projects exist. While the process takes time, it offers a good return on the investment and many benefits as shown in the following examples:

- CIP provides a framework for decisions about area growth and development.

Planning for water, sewer, transportation, public safety, and recreation are as important to those who develop residential, commercial and industrial tracts as they are to public officials who regulate land use.

- CIP focuses community attention on priority goals, needs and capabilities.

A given project may seem very desirable by itself; however, when included in a comprehensive plan in which it competes with other projects for limited funding, it may seem to be less important.

- CIP helps preserve existing property values.

A well-maintained infrastructure directly affects neighborhood property values and indirectly influences owners to maintain their private property better.

- CIP helps distribute costs more equitably over a longer period of time.

This avoids the need to impose “crisis” rate and tax increases.

- CIP enhances opportunities for outside financial assistance.

The existence of a plan can allow time to explore funding alternatives from state, federal, and local sources. Potential funding sources and bond underwriters will look more favorably on a community that has a strategy for its capital investments.

- CIP Projects repair or replace existing facilities before they fail. (These projects are not eligible for General Obligation bond funding, but may be funded through Grants from the State Legislature and other State Agencies)

Failure is almost always more costly, time-consuming and disruptive than planned repair and/or replacement of the building, street, bridge or park.

- CIP promotes a more efficient government operation.

Coordination of Capital Projects can reduce scheduling problems and conflicts among several projects thereby saving time and money (constructing storm drainage projects in coordination with street paving saves time and funds if done at the same time).

- CIP serves as a community education tool.

Citizens who are informed about the community's overall needs and priorities for improvements can more readily understand why particular projects are implemented and others are postponed.

- CIP acts as an effective administrative tool.

It can help elected and appointed officials make more productive use of their time. It provides a "window" into the future, helps prevent surprises and reduces the time necessary for crisis management. It also provides a control mechanism for judging departmental spending requests



HOW TO FILL OUT THE NEIGHBORHOOD REQUEST FORM

The County has prepared a neighborhood request form to ask for your ideas for project needs in your area and the County. We have included a sample of a completed request form to help you in filling out your form.

